Commonwealth of Virginia
MASTER CALENDAR

2008

Commonwealth of Virginia
MASTER CALENDAR

Purpose   Provides Commonwealth of Virginia managers with key dates and an integrated calendar listing due dates of reports and other information impacting most agencies.

Layout   Organized into two parts. When multiple items are on the same day, they are listed alphabetically.
  --*Key Dates* – **Calendar List** includes items that are due as well as other useful information.
  --*Due Dates* – **Calendar Boxes** show only the items with due dates and agency action must be taken.

Contents   Executive Performance Management (GOV)
Finance (DOA, DPB, TD, VEC)
General (DGS, DMBE, DMME, OCP, SOC)
Human Resources (DHRM, DOLI, EDR, VRS)
Legislation (GOV, DPB, GA)
Planning (GOV, DPB)
Technology (VITA)

Note   **Dates may change**.

January 2008

Dates may change. *Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.*

- 🟨 Holiday
- ◆ Payday
- ● Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ⬛ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

4	**DHRM**- Applicant Flow data for prior month due
8	**DOA** - CARS month-end closing date and report generation
9	**DHRM**- Leave year ends
9	**GA** – Pre-filing of bills ends at 10:00 am
9	**GA**- General Assembly convenes at noon
10	**DHRM**- New leave year beings
10	**DHRM**- Employee Position Report due
10	**DHRM**- Temporary Personnel Transfer Report due
11	**DOA**- Payroll CYE Certification due
11	**VITA** - Agency Head approval of Dashboard Status Reports due
15	**DOA** - Leave year-end processing
15	**VITA** - Secretariat evaluation of Dashboard Status Reports due
16	**DGS –** eVA Dashboard Report due
16	**DGS –** Vapp Reports
16	**DMBE-** Quarterly SWAM Report due
16	**EDR**- Quarterly G-Form data entry due
16	**SOC-** State Board Members and certain State Employees Financial Disclosure Statement due
17	**DHRM**- PMIS data corrections due
17	**VITA-** IT Investment Board committee meeting
17	**VITA-** IT Investment Board meeting
18	**GA-** All bills and joint resolutions filed with the clerk by 5:00 pm
30	**DOA-** W-2 distribution deadline to agencies
31	**DOA** – Reconciliation Confirmation due
31	**DOA**- W-2s distributed to employees
31	**VEC-** Employer's Quarterly Tax Report FC-20 due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 ★	3	4 ▲ DHRM-Applicants	5
6	7	8	9 ★	10 ● DHRM-EPR DHRM-Temp Transfer	11 DOA-Payroll VITA-Dashboard	12
13	14	15 ⬠ VITA-Dashboard	16 ★◆ DGS-eVA DMBE-SWAM EDR-G-Form SOC-Disclos	17 DHRM-PMIS	18	19
20	21	22	23 ★	24 ▲	25	26
27	28 ●	29	30 ★	31 ⬠⬛ DOA-Rec. Confirmation VEC-Taxes		

January 22, 2008

February 2008

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- 🟨 Holiday
- 🔷 Payday
- 🔵 Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- 🔺 Semi-Monthly HR changes input in PMIS
- ▬ Monthly Health Care Certification due to DOA
- ⭐ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DHRM**- Nominations for Governor's Awards & Ambassadors begin
1	**DOLI**- OSHA 300A Report to be posted
1	**GOV**- Key Measures & Mgmt Scorecard 2nd Quarter results due
5	**DHRM**- Applicant Flow data for prior month due
8	**DHRM**- Employee Position Report due
11	**DOA**- CARS month-end closing date and report generation
12	**VITA**- Agency Head approval of Dashboard Status Reports due
13	**GA**- Crossover, except budget
15	**DHRM**- CVC Agency Recognition Celebration (tentative)
15	**DGS**- eVA Dashboard Report due
15	**DHRM**- PMIS data corrections due
15	**DOA**- Accounts Receivable Quarterly Report due
15	**VITA**- Secretariat evaluation of Dashboard Status Reports due
17	**GA**- Budget bill committees complete work by midnight
19	**GA**- Amendments on Budget Bills available by noon
21	**GA**- Budget Bill completed by Houses of introduction
29	**DOA** – Reconciliation Confirmation due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 🔷 DOLI-OSHA GOV-Measures	2
3	4	5 DHRM-Applicants	6 ⭐	7 🔺	8 DHRM-EPR	9
10	11 🔵	12 VITA-Dashboard	13 ⭐	14 ⬠	15 🔷 DGS-eVA DHRM-PMIS DOA-AcctsRec VITA-Dashbd	16
17	18	19	20 ⭐	21 🔺	22	23
24	25 🔵	26	27 ⭐	28 ⬠	29 🔷 ▬ DOA-Rec. Confirmation	

January 22, 2008

March 2008

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MASTER CALENDAR
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- ■ Holiday
- ◆ Payday
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- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ▦ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DHRM-** New CVC charity recommendations deadline
5	**DHRM-** Applicant Flow data for prior month due
8	**GA-** Adjourn sine die
10	**DOA-** CARS month-end closing date and report generation
10	**DHRM-** Employee Position Report due
12	**VITA-** Agency Head approval of Dashboard Status Reports due
14	**DGS-** eVA Dashboard Report due
14	**DGS-** Semi-Annual Capital Outlay Progress Report instructions issued
14	**DHRM-** PMIS data corrections due
17	**VITA-** Secretariat evaluation of Dashboard Status Reports due
27	**VITA-** ProSight portfolio updates due
31	**DHRM-** Nominations for Governor's Awards & Ambassadors due
31	**DOA-** Reconciliation Confirmation due
31	**GOV-** Agency Head meeting (tentative)

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	**3** DHRM-Applicants	**4**	**5** ★	**6** ▲	**7**	**8**
9	**10** ● DHRM-EPR	**11**	**12** ★ VITA-Dashboard	**13** ⬠ DGS-eVA	**14** ◆ DHRM-PMIS	**15**
16	**17** VITA-Dashboard	**18**	**19** ★	**20**	**21** ▲	**22**
23	**24**	**25** ●	**26** ★	**27** VITA-Portfolio	**28** ⬠	**29**
30	**31** ◆ ▦ DHRM-Gov Awards DOA-Rec. Confirmation					

April 2008

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- ■ Holiday
- ◆ Payday
- ● Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ▥ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DGS-** COVA Entity eVA Security Officer Designation Form & Annual Users Accounts Report instructions issued
1	**DHRM-** Return to Work Report – E.O. 94 due with copy to VRS
1	**OCP-** COOP submission – E.O. 44 due
2	**DHRM-** Name of CVC coordinator due
5	**DHRM-** Applicant Flow data for prior month due
7	**GA-** Governor 30 day bill review period ends
8	**DOA-** CARS month-end closing date and report generation
10	**DHRM-** Employee Position Report due
10	**DHRM-** Temporary Personnel Transfer Report due
10	**VITA-** Agency Head approval of Dashboard Status Reports due
11	**DHRM-** PMIS data corrections due
11	**DOA-** Payroll 1st Quarter Certification due
15	**VITA-** Secretariat evaluation of Dashboard Status Reports due
16	**DGS-** eVA Dashboard Report due
16	**DGS-** Semi-Annual Capital Outlay Progress Report due
16	**DHRM-** Health Plan Open Enrollment period begins (tentative)
11	**DHRM-** Quarterly Training Report due
16	**DMBE-** Quarterly SWAM Report due
16	**EDR-** Quarterly G-Form data entry due
16	**GA-** Reconvened Session
16	**TD-** Real property and contents update into VAPS due
17	**VITA-** IT Investment Board meeting
30	**DOA-** Reconciliation Confirmation due
30	**DOLI-** OSHA Form 300A posting removed
30	**TD-** Aircraft and watercraft inventories due
30	**VEC-** Employer's Quarterly Tax Report FC-20 due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 DHRM-RTW OCP-COOP	2 ★ DHRM-CVC Coordinator	3 DHRM-Applicants	4	5
6	7 ▲	8	9 ★	10 ● DHRM-EPR DHRM-Transfers VITA-Dashbd	11 DHRM-PMIS DOA- Payroll	12
13	14	15 ⬠ VITA-Dashboard	16 ◆ ★ DGS- eVA DGS- Cap Out DHRM-Training DMBE-SWAM EDR- G-Form TD-VAPS	17	18	19
20	21	22 ▲	23 ★	24	25 ●	26
27	28	29	30 ⬠ ▥ DOA-Rec. Confirmation DOLI-OSHA TD-Vehicles VEC-Taxes			

May 2008

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- ■ Holiday
- ◆ Payday
- ● Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ⬟ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DHRM-** Agencies begin Agency Salary Administration Plan review
1	**DHRM-** Agencies begin Agency Reward & Recognition Plan review
1-7	**DHRM-** Virginia Public Service Week (tentative)
1	**DPB-** Agency Strategic & Service Plans due (tentative)
1	**GOV-** Key Measures & Mgmt Scorecard 3rd Quarter results due
1	**TD-** Motor vehicle inventory and updates due
2	**SCT-** Virginia Conference Recruitment Report due
4-10	**DHRM-** Virginia Public Servicce Week
7	**GOV-** Governor's Awards presented (tentative)
5	**DHRM-** Applicant Flow data for prior month due
10	**DHRM-** Employee Position Report due
12	**DOA-** CARS month-end closing date and report generation
12	**VITA-** Agency Head approval of Dashboard Status Reports due
15	**DGS-** eVA Dashboard Report due
15	**DOA-** Accounts Receivable Quarterly Report due
15	**DOA-** Year-end close calendar distributed
15	**VITA-** Secretariat evaluation of Dashboard Status Reports due
16	**DHRM-** Health Plan Open Enrollment period ends (tentative)
16	**DHRM-** PMIS data corrections due
16	**DHRM-** National Employee Health and Fitness Day
30	**DOA-** Reconciliation Confirmation due
31	**VITA-** IT Strategic Plan due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 ◆ DPB-Strategic GOV-Measures TD-Vehicles	**2** SCT-Conferences	**3**
4	**5** DHRM-Applicants	**6**	**7** ▲ ★	**8**	**9**	**10**
11	**12** ● VITA-Dashbd	**13**	**14** ★	**15** ⬠ DOA-Acct Rec VITA-Dashbd	**16** ◆ DHRM-PMIS	**17**
18	**19**	**20**	**21** ★	**22**	**23** ● ▲	**24**
25	**26**	**27**	**28** ★	**29** ⬠	**30** ◆ ⬟ DOA-Rec. Confirmation	**31** VITA-ITSP

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June 2008

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- ■ Holiday
- ◆ Payday
- ● Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ⬛ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DHRM**-Agencies begin Agency Workforce Plan review
2	**VDEM**- Continuity of Operations Plans with Pandemic Flu Annex due
5	**DHRM**- Applicant Flow data for prior month due
6	**DPB**- FY 08 Agency FATS transactions due
9	**DOA**- Authorized Signatories Form due
9	**DOA**- CARS month-end closing date and report generation
10	**DHRM**- Employee Position Report due
11	**VITA**- Agency Head approval of Dashboard Status Reports due
16	**DGS**- eVA Dashboard Report due
16	**DHRM**- PMIS data corrections due
16	**VITA**- Secretariat evaluation of Dashboard Status Reports due
22	**DHRM**- Compensation instructions issued
24	**DOA**- CARS open for FY 09 expenditures
26	**VITA**- ProSight portfolio updates due
29	**DGS**- Active eVA user accounts list due
29	**DHRM**- Agencies finish Agency Salary Administration Plan review
29	**DHRM**- Agencies finish Agency Reward & Recognition Plan review
30	**DHRM**- Health Plan Year ends
30	**DHRM**- Flexible Reimbursement Account Year ends
30	**DOA**- Disbursement and IAT input due
30	**DOA**- Reconciliation Confirmation due
30	**TD**- Due Diligence Stop Payments due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 VDEM-COOP	3	4 ★	5	6 DPB-FATS	7
8	9 DOA-Auth. Signers	10 ● DHRM-EPR	11 ★ VITA-Dashboard	12 .	13 ▲⬠	14
15	16 ◆⬛ DGS- eVA DHRM-PMIS VITA-Dashboard	17	18 ★	19	20	21
22	23 ▲	24	25 ● ★	26 VITA-Portfolio	27	28
29	30 ⬠ DGS-eVA DOA-Disburs. DOA-Reconcil TD-Stop Pymt					

July 2008

- 🟨 Holiday
- 🔷 Payday
- 🔵 Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- 🔺 Semi-Monthly HR changes input in PMIS
- ⬛ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

Day	Item
1	DGS- COVA Entity eVA Security Officer Form & Users Report due
1	DHRM- implement performance increase
1	DHRM- New Health Plan & Flexible Reimbursement Acct yrs begin
1	DOA- Revenue deposited in bank before 2 pm
1	VITA- Agency 2-Year IT Strategic Plan execution begins
3	DHRM- Applicant Flow data for prior month due
3	DOA- Deposit Certificates keyed to CARS due
4	DOA- Preliminary close (tentative)
5	DOA- LAS input due (tentative)
6	GOV- 2006 Legislation proposal instructions issued (tentative)
8	DGS- Passenger Vehicle & Commuting Report instructions issued
10	DHRM- Employee Position Report due
10	DHRM- Temporary Personnel Transfer Report due
10	DOA- Summary entries input into FAACS due (tentative)
11	DOA- Preliminary Yearly Revenue Report due (tentative)
11	DOA- FY 08 transactions input into FAACS due (tentative)
11	VITA- Agency Head approval of Dashboard Status Reports due
14	DOA- Payroll 2nd Quarter Certification due
16	DGS- eVA Dashboard Report due
16	DHRM- Quarterly Training Report due
16	DMBE- Quarterly SWAM Report due
16	DPB- Annual maintenance reserve plans due
16	EDR- Quarterly G-Form data entry due
16	VITA- Secretariat evaluation of Dashboard Status Reports due
17	DHRM- PMIS data corrections due
17	DOA- Information checklist due
17	DOA- Technology Survey due
17	DOA- GASBS No. 39 Reporting Entity checklist due
17	VITA- IT Investment Board meeting
18	DOA- Treasury Loan Interest Payments due (tentative)
18	DOA- Agency Operating Expenditure Plans due (tentative)
18	DOA- Required Reconciliations due (tentative)
23	DOA- CARS final fiscal year closing date & report generation (tent.)
29	DOA- Final Yearly Revenue Report due (tentative)
31	DOA- Monthly Cash & Investments Report due
31	VEC- Employer's Quarterly Tax Report FC-20 due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 🔷 DGS-eVA DOA-Deposits	2 ★	3 DHRM-Applicants DOA-Dep Cert	4	5 DOA-LAS
6	7 🔺	8	9 ★	10 🔵 DHRM-EPR DHRM-Transfers DOA-FAACS	11 DOA-Revenue DOA-FAACS VITA-Dashboard	12
13	14 DOA-Payroll	15 ⬠	16 🔷★ DGS- eVA DHRM-Trng DHRM-PMIS DMBE-SWAM DPB-Maint. EDR-G-Form VITA-Dashbd	17 DOA-Checklist DOA-Survey DOA-GASBS	18 DOA-Interest DOA-Op Exp DOA-Reconcil	19
20	21	22	23 🔺★	24	25	26
27	28 🔵	29 DOA-Revenue	30	31 ⬠⬛ DOA-Cash & Investments VEC-Taxes		

January 22, 2008

August 2008

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- ■ Holiday
- ◆ Payday
- ● Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ⬡ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DGS-** Annual Value Engineering Report for large projects due
1	**DHRM-** Agency Workforce Plan with attachments due
1	**DHRM-** PMIS instructions for performance review ratings issued
1	**GOV-** Key Measures & Mgmt Scorecard 4th Quarter results due
5	**DHRM-** Applicant Flow data for prior month due
7	**DOA-** Leave Liability Statement due
7	**DOA-** Schedule of Outstanding Installment Purchase Obligations due
7	**DOA-** Schedule of Inventory on Hand at June 30 due
8	**VITA-** Draft Recommended Tech. Investment Projects Report to ITIB
11	**DHRM-** Employee Position Report due
11	**DHRM-** Employee performance reviews begin
11	**DOA-** CARS month-end closing date and report generation
11	**DPB-** Agency Base Budget Submissions due (tentative)
12	**VITA-** Agency Head approval of Dashboard Status Reports due
13	**DOA-** July Monthly Revenue Report due
13	**DPB-** Update of bond project Draw Schedules due (tentative)
13	**DPB-** Agency General Fund Reappropriation requests due (tentative)
14	**DOA-** Full Costing SICAP assessment schedule due (tentative)
15	**DGS-** eVA Dashboard Report due
15	**DGS-** Annual Passenger Vehicle Assignment & Commuting Report due
15	**DMBE-** Annual SWAM Program due
15	**DPB-** FY07 Agency Non-Key Measure results due
15	**TD-** Financial feasibility studies for revenue bond projects due
15	**VITA-** Secretariat evaluation of Dashboard Status Reports due
18	**DHRM-** PMIS data corrections due
18	**OCP-** 2008 Agency Preparedness Assessment Disseminated
21	**DOA-** Governmental Fund Financial Statement Template due
21	**DOA-** Proprietary Fund Financial Statement Template due
21	**DOA-** Internal Service Fund Financial Statement Template due
21	**DOA-** Private-Purpose Trust Fund Financial Statement Template due
21	**DOA-** Agency Fund Financial Statement Template due
21	**DOA-** Fixed Asset Accounting & Control System analysis due
21	**DOA-** Fixed Asset Useful Life Trend Analysis due
21	**DOA-** Schedule of Cash, Cash Equivalents, & Investments at 6/30 due
21	**DOA-** GASBS No. 33 Expenditure and Revenue Analysis due
21	**DOA-** Federal SICAP statistical information due
24	**DOA-** Prior Year data eliminated from FINDS
28	**GOV-** Year-end Revenue & Budget Presentation to money committees (tentative)
28	**DOA-** ISF-Conversion to Govt.-wide Statement of Activities due
28	**DOA-** Accounts Receivable Quarterly Report due
28	**DOA-** Receivables as of June 30 due
28	**DOA-** Schedule of Retainage Payable due
28	**DOA-** Federal Schedules due
28	**DOA-** Donor Restricted Endowments due
29	**DOA-** Reconciliation Confirm. with Petty Cash & Travel Adv Forms due
30	**DMME-** Executive Oder 48 Energy Cost Savings Report due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 ◆ DGS-Value Engineering DHRM-Wkfrce GOV- Measures	**2**
3	**4**	**5** DHRM-Applicants	**6** ★	**7** ▲ DOA-Three Reports	**8**	**9**
10	**11** ● DHRM-EPR DPB-Budget	**12** ◆ VITA-Dashboard	**13** ★ DOA-Revenue DPB-Draw Sch DPB-GF Reappropriation	**14** ⬠ DOA-SICAP	**15** ◆ DGS- eVA DGS-Vehicles DMBE-SWAM DPB- Non-Key TD-Rev Bond VITA-Dashboard	**16**
17	**18** DHRM-PMIS	**19**	**20** ★	**21** DOA- Ten Reports	**22**	**23**
24/31	**25** ▲●	**26**	**27** ★	**28** ⬠ DOA- Five Reports	**29** ◆ ⬡ DOA-Rec. Confirmation	**30** DMME-EO 48

January 22, 2008

September 2008

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- 🟨 Holiday
- 🔶 Payday
- 🔵 Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- 🔺 Semi-Monthly HR changes input in PMIS
- ▥ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

- 1 **VITA**- ITIB Recommended Technology Investment Projects Report to Governor & GA
- 4 **DGS**- Agency Land Use Plan updates due
- 4 **DHRM**- CVC materials available to order
- 4 **DPB**- Capital Improvement Plan update issued
- 5 **DHRM**- Applicant Flow data for prior month due
- 8 **DOA**- CARS month-end closing date and report generation
- 10 **DHRM**- Employee Position Report due
- 11 **VITA**- Agency Head approval of Dashboard Status Reports due
- 15 **DGS**- eVA Dashboard Report due
- 15 **DGS**- Semi-Annual Capital Outlay Progress Report instructions issued
- 15 **DHRM**- Begin to enter performance ratings into PMIS
- 15 **DHRM**- PMIS data corrections due
- 15 **GOV**- Va. Results & Management Scorecard updates due (tentative)
- 15 **OCP**- 2008 Agency Preparedness Assessment due
- 16 **VITA**- Secretariat evaluation of Dashboard Status Reports due
- 18 **DOA**- GASBS No. 33 Fed Fund Anal.-Adv. Funded/Block Grants due
- 18 **DOA**- Government-wide Payables & Other Accruals at June 30 due
- 18 **DOA**- Direct Billed Central Services due
- 18 **DOA**- Management Discussions and Analysis due
- 25 **VITA**-ProSight portfolio updates due
- 26 **DHRM**- CVC Kickoff event for CVC coordinators
- 30 **DHRM**- Flexible Spending Account reimbursement filing deadline
- 30 **DOA**- Reconciliation Confirmation due
- 30 **DOA**- Agency Level Internal Control Assessment Certification due
- 30 **TD**- VPBA projects annual certificate of no fault due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 ★	4 DGS-Land Use	5 DHRM-Applicants	6
7	8	9	10 🔵★ DHRM-EPR	11 VITA-Portfolio	12 🔺	13
14	15 ⬠ DGS- eVA DHRM-PMIS GOV-Va. Results &MS OCP-Preparedness	16 🔶 VITA-Dashboard	17 ★	18 DOA-Four Reports	19	20
21	22	23	24 🔵★	25	26 🔺	27
28	29 ⬠	30 🔶▥ DOA-Internal Control DOA-Rec. Confirmation TD-VPBA				

October 2008

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- 🟨 Holiday
- 🔷 Payday
- 🔵 Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- 🔺 Semi-Monthly HR changes input in PMIS
- ▣ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

1	**DHRM-** CVC campaign begins
1	**DHRM -** Workplace Safety Reports – Exec. Order 94 due
6	**DHRM-** Applicant Flow data for prior month due
8	**DOA-** CARS month-end closing date and report generation
10	**DHRM-** Employee Position Report due
10	**DHRM-** Temporary Personnel Transfer Report due
10	**DHRM-** CVC campaign results to date due
10	**VITA-** Agency Head approval of Dashboard Status Reports due
13	**DOA-** Payroll 3rd Quarter Certification due
15	**DGS-** Semi-Annual Capital Outlay Progress Report due
15	**DGS-** eVA Dashboard Report due
15	**DHRM-** Quarterly Training Report due
15	**DMBE-** Quarterly SWAM Report due
15	**DPB-** 2008-2010 Decision Packages due (tentative)
15	**VITA-** Secretariat evaluation of Dashboard Status Reports due
16	**DHRM-** PMIS data corrections due
16	**DHRM-** CVC campaign results to date due
16-19	**DHRM-** Annual HR Leadership Conference
16	**EDR-** Quarterly G-Form data entry due
16	**DOA-** Adjustments due
16	**DOA-** Report of Financial Condition due
16	**DOA-** Internal Control Statement due
16	**VITA-** IT Investment Board meeting
20	**DPB-** Six Year Non-General Fund Revenue Estimates due (tent.)
22	**DHRM-** CVC campaign results to date due
24	**DHRM-** Employee Performance Reviews completed
29	**DHRM-** CVC campaign results to date due
31	**DHRM-** CVC campaign results to date due
31	**DOA-** Reconciliation Confirmation due
31	**VEC-** Employer's Quarterly Tax Report FC-20 due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 ★ DHRM–Safety	2	3	4
5	6 DHRM-Applicants	7 🔺	8 ★	9 🔵	10 DHRM-EPR DHRM-Trans. DHRM-CVC VITA-Dashbd	11
12	13 DOA-Payroll	14	15 ⬠ ★ DGS- eVA DGS-Capital DHRM-Trng DMBE-SWAM DPB-Dec.Pkg. VITA-Dashbrd	16 🔷 DHRM-PMIS DHRM-CVC EDR-G-Form DOA-Adjustmt DOA-FinCon DOA-Internal Control	17	18
19	20 DPB-NGF Rev. Est.	21	22 ★ DHRM-CVC	23 🔺	24 DHRM-Performance	25
26	27 🔵	28	29 ★ DHRM-CVC	30 ⬠	31 🔷 ▣ DOA-Rec Conf VEC-Taxes	

November 2008

Commonwealth of Virginia
MASTER CALENDAR
Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.

- ■ Holiday
- ◆ Payday
- ● Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- ▲ Semi-Monthly HR changes input in PMIS
- ▰ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

3	**DGS**- Annual eVA Security Officer Recertification due
3	**DGS**- EPACT Report on new vehicles using alternative fuel due
3	**GOV**- Key Measures & Mgmt Scorecard 1st QtrFY08 results due
3	**TD**- Unclaimed Property Report due
5	**DHRM**- Applicant Flow data for prior month due
5	**DHRM**- CVC campaign results to date due
7	**DHRM**- Employee Position Report due
12-16	**DGS**- Annual Procurement Forum
10	**DHRM**- CVC campaign results to date due
10	**DOA**- CARS month-end closing date and report generation
12	**VITA**- Agency Head approval of Dashboard Status Reports due
14	**DGS**- eVA Dashboard Report due
14	**DHRM**- PMIS data corrections due
14	**DHRM**- Employee performance ratings due
14	**DOA**- Accounts Receivable Quarterly Report due
17	**DHRM**- CVC campaign results to date due
17	**VITA**- Secretariat evaluation of Dashboard Status Reports due
19	**SOC**- Financial Disclosure Statements for State Board Members instructions issued
24	**DHRM**- CVC campaign results to date due
26	**GOV**- Review of agency legislative proposals completed (tentative)
30	**DHRM**- CVC campaign ends

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	**3** DGS-eVa DGS-Alt Fuel GOV-Measures TD-Uncl Prop	**4**	**5** ★ DHRM-Applicants DHRM-CVC	**6** ▲	**7** ● DHRM-EPR	**8**
9	**10** DHRM-CVC	**11**	**12** ★ VITA-Dashbd	**13** ⬠	**14** ◆ DGS- eVA DHRM-PMIS DHRM-Perf DOA-Accts Rec	**15**
16	**17** DHRM-CVC VITA-Dashbd	**18**	**19** ★	**20**	**21** ●	**22**
23/30	**24** ▲ DHRM-CVC	**25**	**26** ★⬠▰	**27**	**28**	**29**

December 2008

Dates may change. Some agencies may vary holidays and paydays. Higher Ed fiscal dates vary.

- 🟨 Holiday
- 🔷 Payday
- 🔵 Semi-monthly Payroll Certification due to DOA
- ⬠ Semi-monthly Leave transactions posted to CIPPS
- 🔺 Semi-Monthly HR changes input in PMIS
- ▮ Monthly Health Care Certification due to DOA
- ★ Weekly Report and SWAM Report due to Secretary

Key Dates

3	**DHRM-** CVC campaign results due
3	**DOA-** Reconciliation Confirmation due
3	**VITA-** Annual Customer Satisfaction Survey conducted
4	**GA-** Last day to act on continued legislation
5	**DHRM-** Applicant Flow data for prior month due
8	**DHRM-** Employee Position Report due
7	**GA-** Bill drafting request not subject to legislative limits deadline
8	**DOA-** CARS month-end closing date and report generation
10	**VITA-** Agency Head approval of Dashboard Status Reports due
15	**DGS-** eVA Dashboard Report due
15	**DHRM-** PMIS data corrections due
15	**GOV-** Governor presents Executive Budget to GA
15	**SOC-** Board profiles due
15	**VITA-** Secretariat evaluation of Dashboard Status Reports due
31	**DOA-** Reconciliation Confirmation due

Due Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 🔷	2	3 **DHRM-**CVC **DOA-**Rec. Confirmation	4	5 **DHRM-**Applicants	6
7	8 **DHRM-**EPR	9	10 🔵 ★ **VITA-**Dashboard	11	12 🔺	13
14	15 ⬠ **DGS-** eVA **DHRM-**PMIS **SOC-**Board **VITA-**Dashbd	16 🔷	17 ★	18	19	20
21	22	23 🔵	24 ★	25	26 🔺	27
28	29	30 ⬠	31 🔷 ★ ▮ **DOA-**Rec. Confirmation			